



# CITY OF HOUSTON

## Job Posting

OC

<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
<b>Job Classification</b>	<b>LIBRARY CHIEF</b>
<b>Posting Number</b>	<b>PN# 110052</b>
<b>Department</b>	<b>Library</b>
<b>Division</b>	<b>Public Services</b>
<b>Section</b>	<b>Outreach Services</b>
<b>Reporting Location</b>	<b>500 McKinney</b>
<b>Workdays &amp; Hours</b>	<b>M-F 8:30 – 5:30*</b>

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manages the operations of the Outreach Services Division, with direct supervisory responsibility for the managers of Youth Services, Teen Services and Adult Services. Analyzes community outreach services and collection needs, identifies trends, develops goals and measurements, and recommends new and improved policies, procedures, practices, equipment, and staffing. Identifies emerging technologies for delivery of services and incorporates them into short term and long term plans for community outreach. Provides leadership for the Library in the areas of services to the elderly, persons with disabilities, ethnically and culturally diverse populations, at-risk youth and literacy. Develops and implements effective collaborations/partnerships to accomplish the library’s diverse community strategies. Ensures a viable collection of library materials that meets the needs of customers is maintained. Coordinates the development and implementation of system-wide programs/activities for children, teens and adults. Develops and administers the division budget. Manages division personnel including selection, training, and supervision of unit managers and administrative personnel. Responds to questions from staff and customers regarding division operations. Represents the Library in the community and the profession. Coordinates closely with the other Public Services Divisions (Neighborhood Libraries, Central Library/Special Collections and Technical Services) to provide effective public service. Reports to the Deputy Director for Public Services.

**WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Position requires stooping, bending and lifting library materials up to 20 pounds. Extensive travel may be required on an ongoing basis. May require evenings and/or weekends.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master’s degree in Library Science from an ALA accredited program.

**MINIMUM EXPERIENCE REQUIREMENTS**

Five years of experience as a librarian are required, including three with management responsibility.

**MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Strong management skills; active in professional organizations; current knowledge of technology in libraries. Strong oral and written communication skills; experience in developing collections to meet community needs; ability to perform as a team leader or member of a team. Experience in library programming for all ages; service to persons of diverse cultures. Spanish language skills preferred. Skill in public speaking and conducting presentations.

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 29</u>	
\$2321 – 3193 Biweekly	\$60,346 – 83,018 Annually

**OPENING DATE**

April 19, 2006 (Position available July 1, 2006)

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667 . All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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